

S E C R E T

Executive Ref
60-731

30 NOV 1964

MEMORANDUM FOR: Deputy Director for Science and Technology
Director, National Photographic Interpretation
Center
Chief, Technical Services Division
Director of Communications

SUBJECT : System of Cataloging of Agency Research and
Development Efforts

REFERENCE : (A) D/BPAM memo of 2 October 1964
Subj: Cataloging of Agency R&D Projects

1. Purpose. In accordance with [] and in implementation of reference (A), this memorandum establishes a system of cataloging research and development projects, including external research in the science and technology area.

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2. Cataloging System.

a. The cataloging system consists of R&D Catalog Forms, Form 2338 (Attachment A) for each R&D project, contract, or grant funded in the current year or to be funded in subsequent year budget requests. In addition forms will be completed on all external research or analysis projects in the science and technology area. All forms will be consolidated into catalogs, available in four complete copies as follows:

- (1) For DCI, DDCI, and Executive Director-Comptroller
use
- (2) For OBPAM use
- (3) For use of members of R&D Review Board (to be held
by DD/S&T) (2 copies)

Extra copies of individual forms may be prepared as required for internal office, division, or component use.

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b. This system is intended to provide all the data required for budget and financial plan justification, as well as requests for project approvals as outlined below. (Shopping lists will be required for budget back-up purposes but only a listing of project titles and three year dollar figures without any additional explanation).

c. OBPAM will provide and maintain a catalog index, organizing the catalog forms in accordance with Budget Project Numbers as follows:

- (1) Office
- (2) Major Category
- (3) Number

d. When project approvals on current year contracts or grants are requested in compliance with DDCI memo of 23 December 1963, revised catalog forms will be submitted in justification thereof. A covering memorandum for signature approvals with any pertinent additional information not stated on the form, plus the contractor's proposal and cost estimate, as deemed necessary, should be sufficient to obtain approval at all appropriate command levels. Four copies of forms will be provided to OBPAM for insertion in the catalogs.

3. How to Fill Out Form 2338. See Attachment (B).

4. When to Submit Form 2338.

a. Initial submission of catalog forms is due in BPAM on 8 January 1965 and will cover all projects funded or budgeted in Fiscal Years 1965 and 1966.

b. Thereafter, block submissions of catalog forms will be required in June of each year in support of the Financial Plan for the forthcoming fiscal year. In addition financial data (if available) should be included on the forms for the next budget year, i. e. in June of 1965 include final FY 1965 figures, updated FY 1966 funding, and new planning figures for FY 1967. When financial data for the new budget year is not available in June, catalog forms should be submitted in the following August in support of the Office Estimates submitted to BPAM.

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c. As mentioned in paragraph 2d above, catalog forms will be submitted to BPAM for replacement in the catalogs during the execution phase of the budget whenever projects are being requested for approval at the office level, deputy directorate level, or DDCI level. This will enable a continuing up-dating of information in the catalogs without any additional effort, since the information is required in conjunction with the project approval system.

d. When changes in funding levels are required on the catalog forms as a result of Agency, Bureau of the Budget, or Congressional budget actions, BPAM will make necessary pen and ink changes to dollar amounts on the current forms in accordance with revised project shopping lists as provided by individual offices. This normally will occur in the months of September (Agency adjustments), January (BOB adjustments) and June (Congressional adjustments) of each fiscal year.

5. To Whom to Send Catalog Forms. Exclusive of copies required internally at the Office or Deputy Directorate level, four copies of each form should be submitted to OBPAM, Room 6-E-08, Attention: This will occur in bulk submissions as noted above in June and August and in individual submissions during the year as projects are approved at appropriate command levels.

John M. Clarke
Director of Budget,
Program Analysis and
Manpower

Attachments: (A) Sample R&D Catalog Form, Form 2338

(B) Instructions for Filling Out R&D
Catalog Form

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Attachment A

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R & D CATALOG FORM

DATE

1. PROJECT TITLE/CODE NAME		2. SHORT PROJECT DESCRIPTION	
3. CONTRACTOR NAME		4. LOCATION OF CONTRACTOR	
5. CLASS OF CONTRACTOR		6. TYPE OF CONTRACT	
7. FUNDS		8. REQUISITION NO.	9. BUDGET PROJECT NO.
FY 19 \$		10. EFFECTIVE CONTRACT DATE (Begin - end)	11. SECURITY CLASS.
FY 19 \$			
FY 19 \$			
12. RESPONSIBLE DIRECTORATE/OFFICE/PROJECT OFFICER TELEPHONE EXTENSION			
13. REQUIREMENT/AUTHORITY			
14. TYPE OF WORK TO BE DONE			
15. CATEGORIES OF EFFORT			
MAJOR CATEGORY		SUB-CATEGORIES	
16. END ITEM OR SERVICES FROM THIS CONTRACT/IMPROVEMENT OVER CURRENT SYSTEM, EQUIPMENT, ETC.			
17. SUPPORTING OR RELATED CONTRACTS (Agency & Other)/COORDINATION			
18. DESCRIPTION OF INTELLIGENCE REQUIREMENT AND DETAILED TECHNICAL DESCRIPTION OF PROJECT (Continue on additional page if required)			
19. APPROVED BY AND DATE			
OFFICE	DEPUTY DIRECTOR		DDCI

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Attachment 3

Instructions for Filling Out "R&D Catalog Form"

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Item 1. Enter code name and/or short title of project. Since this entry will be used on budget shopping lists, code name should be given further identification e.g.

Item 2. Describe the project in one sentence using vocabulary which is generally understood or which can be explained to a non-technically trained person. Do not avoid rare or uncommon technical terms if they are needed to correctly describe the project.

Items 3 and 4. Self-explanatory. Leave blank if not known.

Item 5. Class includes Manufacturer, University, Individual, Government Agency, etc.

Item 6. Use the following abbreviations:

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Item 7. Enter the dollars programmed for the past, current, and budget years. These fiscal years will change at the time of the bulk submission of forms in June of each year. At that time drop the previous "past year" and add the new "budget year" e.g. 1965, enter amounts for FY 1965, FY 1966, and FY 1967, and do not make any entry for FY 1964. Continue using those three fiscal years until the following June.

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Item 8. Requisition number assigned by LOG (if applicable).

Item 9.

Offices will use the following abbreviations:

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Offices may use any lettering system they wish to designate the major category of the project (to be written out in Item 15). Preferably this letter should be the same as the first letter of the Major Category If two or more Major Categories have the same first letter, use X, Y, and Z for the second, third and fourth category.

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The number designation originally given to each project should be maintained until termination of the contract or unless the project never was initiated. At that time a new project can be given the old and non-active number.

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Item 10. Enter the estimated beginning date (month and year) the current year contract will take effect or work will commence, and the estimated date work will be completed under the current year contract. e.g. July 1964 - June 1965, April 1965 - December 1965. Use budget year contract dates only when the project is to be initiated in the budget year (no current year effort).

Item 11. Enter classification of various facets of the project (abbreviate as necessary) i.e.

Agency association - UNCLASS.

Title - CONFIDENTIAL

Work - SECRET

Item 12. Self-explanatory.

✓ Item 13. State briefly the intelligence requirement for the project, any unusual authority for its initiation (DCID, NSCID, PFIAB guidance, etc.) and any directorate, office, or agency other than the responsible component which generates in part or in toto the requirement for the project.

Item 14. Use a combination of the following terms:

(a) BASIC RESEARCH

(Effort directed toward the increase of knowledge in science, the primary aim of the investigator being a fuller knowledge or understanding of the subject under study -- through theory and experiment.)

or

(b) APPLIED RESEARCH

(The application of knowledge, material and/or techniques directed toward a solution to an existent or anticipated requirement -- usual characteristic is that the design of an item is directed towards hardware for test or experimentation as opposed to service use. Same as Engineering Research.)

or

(c) ENGINEERING DEVELOPMENT

(Project directed towards the development, test, or evaluation of items of equipment and/or systems for field use or operational evaluation. Same as Advanced Development or Prototype Design/Assembly.)

or

(d) EXTERNAL ANALYSIS

(Project directed towards the compilation and analysis of data and the production of finished information or intelligence reports.)

or

(e) SERVICE

(Provision by the contractor of personnel or other services.)

Item 15. Enter the title of the Major Category used by the office in administering its program. Under "sub-categories" enter all types of effort applicable to the project. (Tentative list of Categories attached to these instructions).

Item 16. Enter the prototype, service model, studies and/or reports to be delivered or provided by the contractor. In addition, utilize this space to indicate the improvements over current systems or equipment, if applicable, e.g.

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- Item 17. State any related contracts within Agency, DOD, [] etc. and describe their relationship to subject project. Also describe extent of coordination with outside agencies to insure no unnecessary duplication of effort.
- Item 18. State the intelligence requirement and specific targets against which the work is directed (an expansion of the brief statement in Item 13). Be particularly explicit in relating the project to a specifically assigned mission or function of CIA. Next, describe in scientific and engineering terminology the work to be performed. This description should permit professionally qualified scientists or engineers to gain an insight into the starting and end points of investigations under this project and how the work couples into other effort being expended in this field. A free use of technical vocabulary is permissible and encouraged.

When the project is a continuing effort or a follow-on phase to current efforts and approval is being requested, describe the achievement of the past year's effort and the justification for continuation in concrete terms. This should provide all justification required to obtain project approval at all command levels. In almost all instances involving project approvals, an additional page will be required to adequately describe project. Insert "(over)" after space is filled and attach a blank sheet of paper and enter in left hand margin:

"Continuation of Item 17:

Continuation of Item 18:

- Item 19. This entry should only be filled out when form is being submitted for project approval. Stamp or type name or position of approving official as appropriate and date of approval. Do not make an entry when forms are submitted in justification of Financial Plan, Office Estimates, or Congressional Budget.

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